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ABSTRACT

This booklet is the fourth in a series of ten programed instruction units which was developed as a career related language arts program to teach library skills to junior high school students. The objectives of this unit are to demonstrate knowledge of the card catalog skills learned in part three of the series and to learn additional functions of the card catalog. Students must answer questions and complete "hands-on" activities to reinforce the cataloging skills to be mastered. The booklet is illustrated with cartoons and drawings. (JAB)

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Junior High School

CAREER RELATED LANGUAGE ARTS

LIBRARY CAREERS

Card Catalog

4

CAREER EDUCATION
County Office of Vocational And Adult Education
Dade County Public Schools

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LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

Part II

STUDENT OBJECTIVES:

You will:

1. Demonstrate a mastery of the skills learned in Card Catalog Part I.

2. List additional functions of the card catalog.

3. Reinforce cataloging skills by performing hands-on activities using the card catalog.

LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

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B. Kinds of cards other than author, title, and subject
    1. joint author
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    7. authors that are not individual persons
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    2. abbreviations
    3. numbers
    4. "Mc" and "Mac"
    5. U. S. HISTORY
    6. letter by letter and word by word
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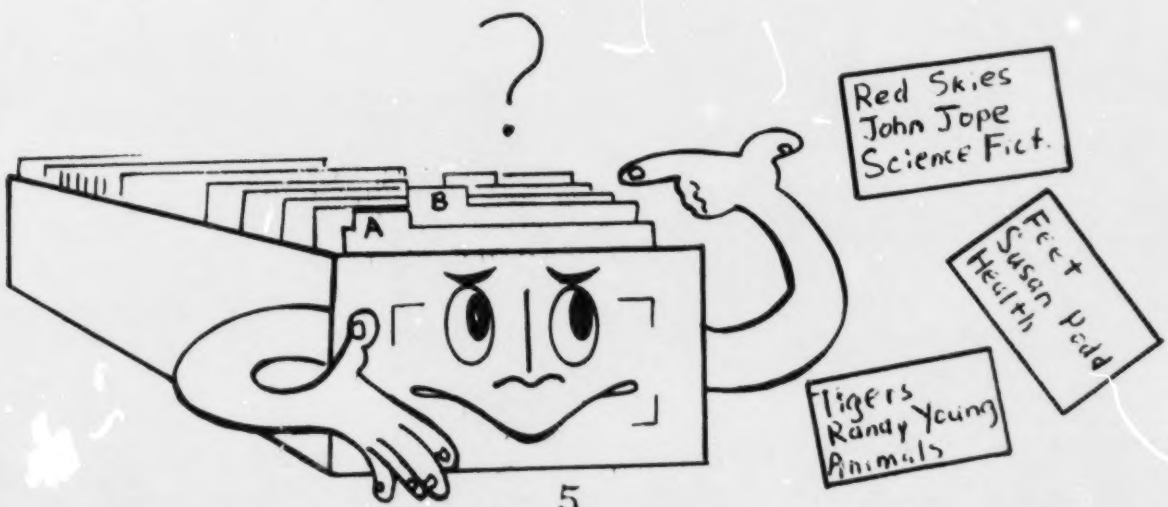
F. Practices, pen and pencil and hands-on for all these learnings



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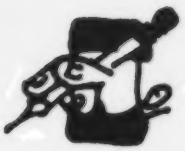
COMMUNICATIONS: A & B

CARD CATALOG



Let's review what you learned in Part I.

Answer the questions in the samples below and show your answers to the librarian.

SAMPLE ONE

New Zealand

919.31 **Marsh, Ngaio**
MAR New Zealand; with an introduction by Keith Holyoake.
Macmillan 1964
120p illus maps photos

A portrait of a progressive country "down under" — its geography, history, cultural background, and progress in the fields of education and social welfare.

Bibliography Index Pronunciation guide

1. New Zealand I. Title

B 8-784
LJ Cards Inc © 1965

919.31; 995.1
i — j

1. What kind of a card is this?_____
2. Who is the author?_____
3. What is the call number?_____
4. What is the title?_____
5. Is the book illustrated?_____ If so, with what kind of illustrations?_____
6. Is there an annotation?_____
7. Who is the publisher?_____
8. What is the copyright date?_____
9. Give one subject heading._____
10. What is the classification number?_____

LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

SAMPLE TWO

NEW HAMPSHIRE--HISTORY

974.2
WOO

Wood, James Playsted
Colonial New Hampshire. Nelson
[c1973]
160p illus map ports (Colonial histories)

Traces the history of colonial New Hampshire from its founding in 1623, discussing its attempts to gain independence, family dynasties that controlled its development, and Indian wars that marred its growth. Biblog

1 New Hampshire--History I T

01983 01 729326 ©THE BAKER & TAYLOR CO. 5207

1. What is the classification number of this book?_____
2. What is the call number?_____
3. What kind of a card is this?_____
4. What is the subject of this book?_____

_____

5. What is the title?_____

_____

6. Who is the author?_____
7. Who is the publisher?_____
8. What is the copyright date?_____
9. How many pages does this book have?_____
10. Is there an annotation? If so, how does it start?_____

_____

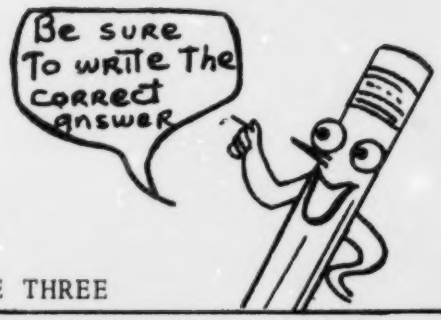
11. How many other catalog cards will there be for this card?

_____

LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG



SAMPLE THREE

523.4
NOU

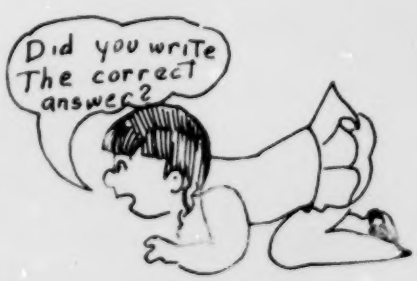
Nourse, Alan E.
The giant planets. Watts 1974
62p illus (First bk)

Surveys recent scientific findings on the large, outer planets Jupiter, Saturn, Uranus, and Neptune. Bibliog

1 Planets I T

01127 01 038724 © THE BAKER & TAYLOR CO. 5239

1. What kind of a card is this? _____
2. Is this book illustrated? _____
3. What is the call number? _____
4. Who is the publisher? _____
5. How many pages in the book? _____
6. Who is the author? _____
7. Does the card have an annotation? _____
8. Name a subject heading for this book. _____
9. What is the classification number? _____
10. Is the illustrator's name given? _____



LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

There are a number of catalog cards other than author, title, and subject cards. One kind if the joint author card (abbreviated jt. auth.) This card is made when the book has more than one author. One meaning of the word "joint" is together. Example: "It was a joint endeavor" meaning it was done togehter; or, "we did it jointly" meaning we did it together. Here are two examples of the joint author card.

Null, Steve jt. auth.

641.1
NUL

Null, Gary
The complete handbook of nutrition, by Gary and Steve Null. Robert Speller [c1972]
330p (Health lib)

Discusses the functions of vitamins, proteins, and other nutrients as well as various natural therapy methods for achieving and maintaining health. Bibliog

1 Nutrition I Jt auth II T

01003 01 038724 © THE BAKER & TAYLOR CO. 5239

Notice. J.T. Auth. Given credit here

Notice here

Lefkowitz, R. J. jt. auth.

621.38
BEN

Bendick, Jeanne
Electronics for young people, by Jeanne Bendick and R. J. Lefkowitz. Illus by Jeanne Bendick. New 5th ed. McGraw-Hill [c1973]
206p illus

First ed pub under title: Electronics for boys and girls

Explains the role of electronics in such areas as modern communications, medicine, scientific research, and space travel

1 Electronics I Jt auth II T

01094 01 038724 © THE BAKER & TAYLOR CO. 5239

Notice
NoTice
J.T auth. Given credit here

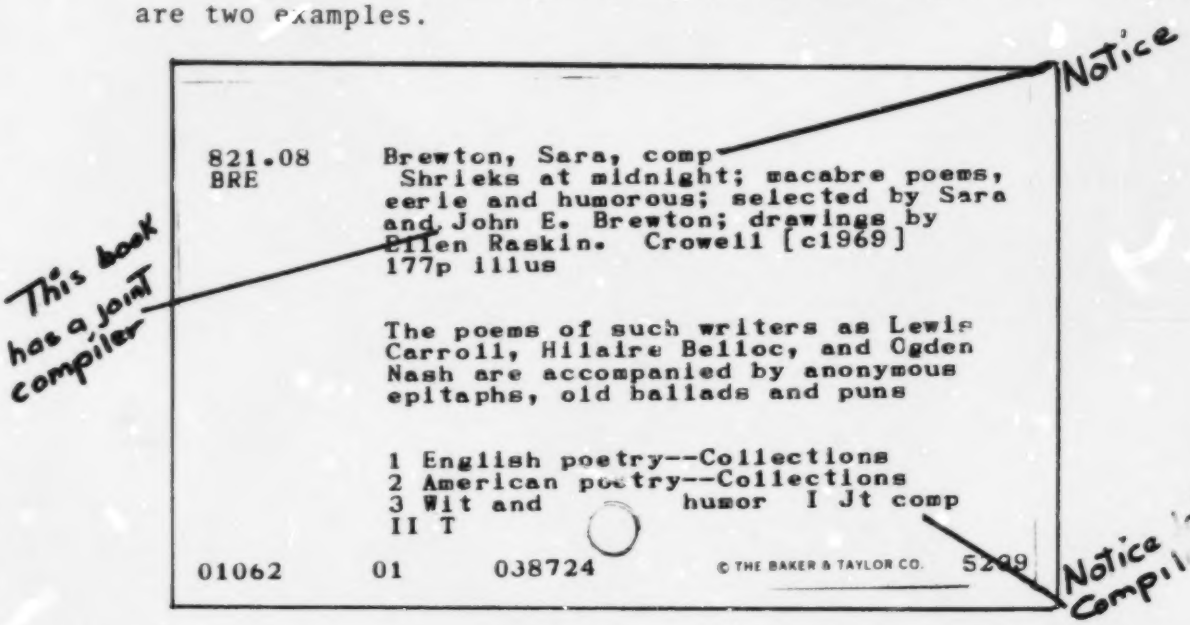
notice here

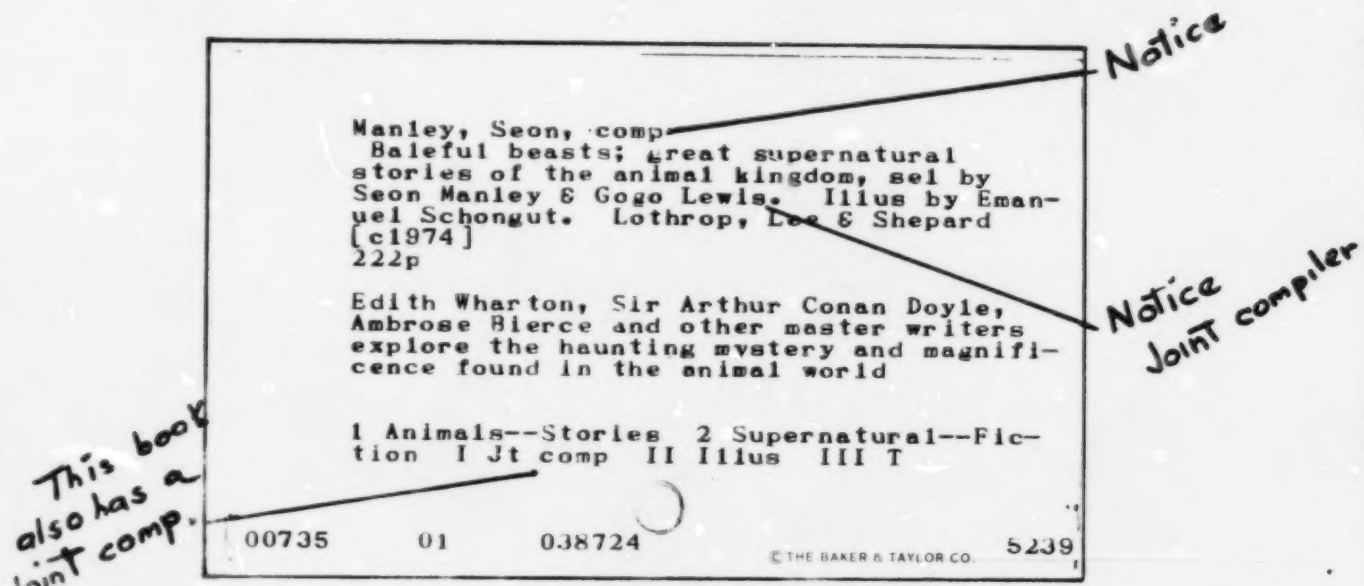
LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

Another type of card is the compiler card (abbreviated comp.) A compiler of a book is a person who merely puts certain stories or poems together, not changing them or editing them. Here are two examples.


Notice
This book has a joint compiler
821.08
BRE
Brewton, Sara, comp
Shrieks at midnight; macabre poems, eerie and humorous; selected by Sara and John E. Brewton; drawings by Ellen Raskin. Crowell [c1969]
177p illus
The poems of such writers as Lewis Carroll, Hilaire Belloc, and Ogden Nash are accompanied by anonymous epitaphs, old ballads and puns
1 English poetry--Collections
2 American poetry--Collections
3 Wit and humor I Jt comp
II T
01062 01 038724
© THE BAKER & TAYLOR CO. 5239
Notice Joint Compiler

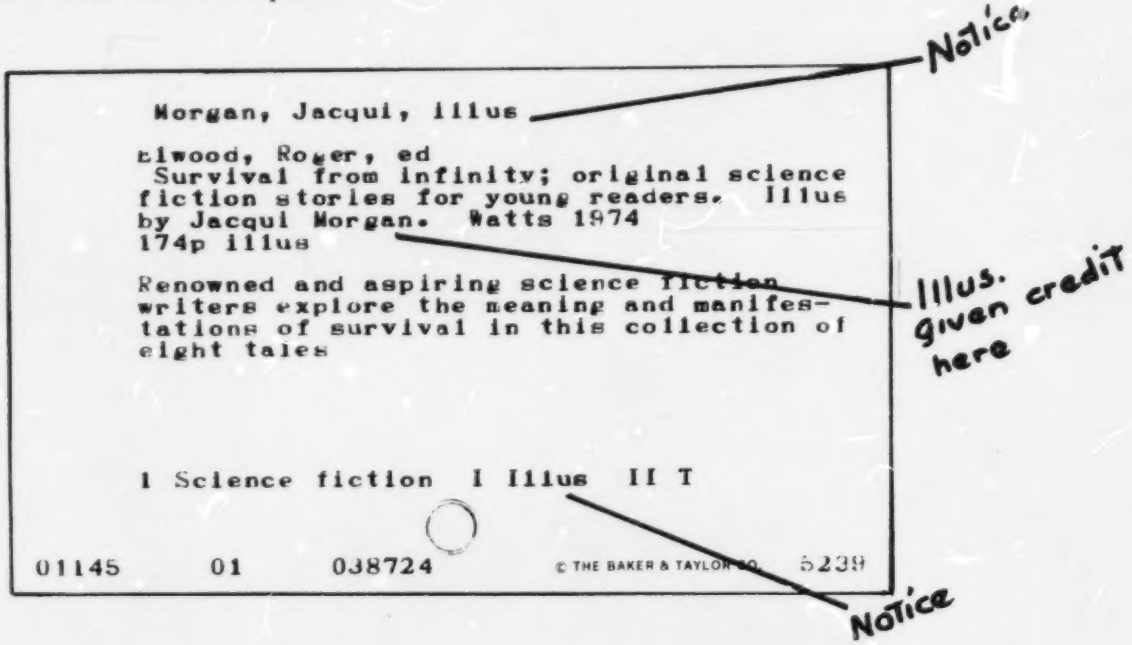

Notice
Manley, Seon, comp
Baleful beasts; great supernatural stories of the animal kingdom, sel by Seon Manley & Gogo Lewis. Illus by Emanuel Schongut. Lothrop, Lee & Shepard [c1974]
222p
Edith Wharton, Sir Arthur Conan Doyle, Ambrose Bierce and other master writers explore the haunting mystery and magnificence found in the animal world
1 Animals--Stories 2 Supernatural--Fiction I Jt comp II Illus III T
00735 01 038724
© THE BAKER & TAYLOR CO. 5239
Notice Joint compiler
This book also has a joint comp.

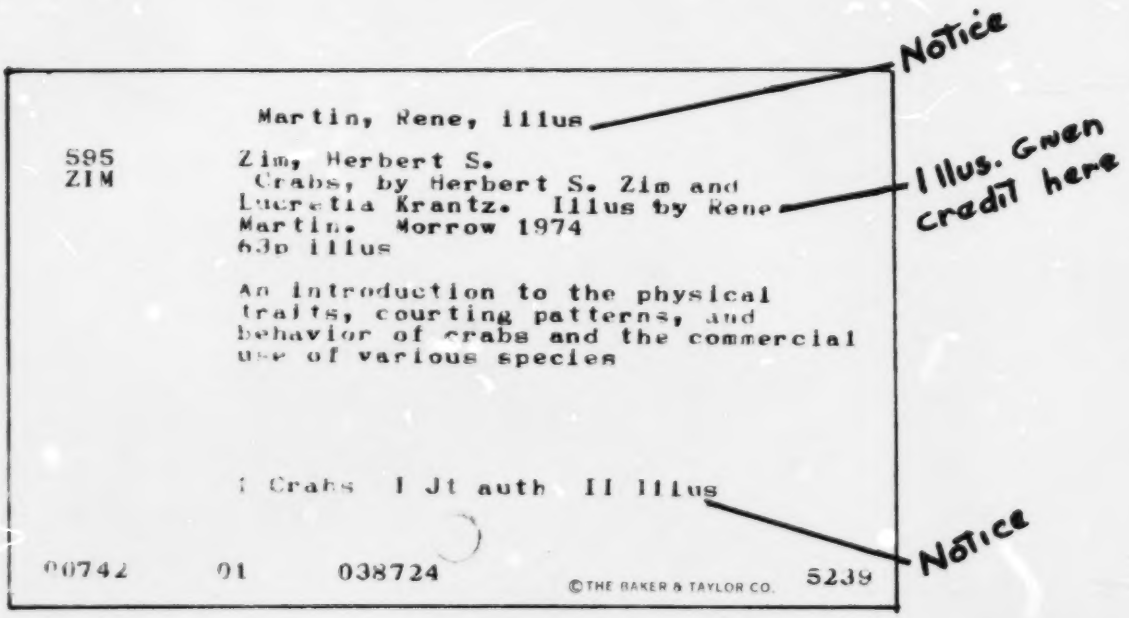
LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

Another type of card is the illustrator card (abbreviated illus.) This is a card made for the person who illustrates the book or makes the pictures or decorations for the book. Here are two examples.


Morgan, Jacqui, illus
Elwood, Roger, ed
Survival from infinity; original science fiction stories for young readers. Illus by Jacqui Morgan. Watts 1974
174p illus
Renowned and aspiring science fiction writers explore the meaning and manifestations of survival in this collection of eight tales
1 Science fiction I Illus II T
01145 01 038724 © THE BAKER & TAYLOR CO. 5239
Notice
Illus. given credit here
Notice

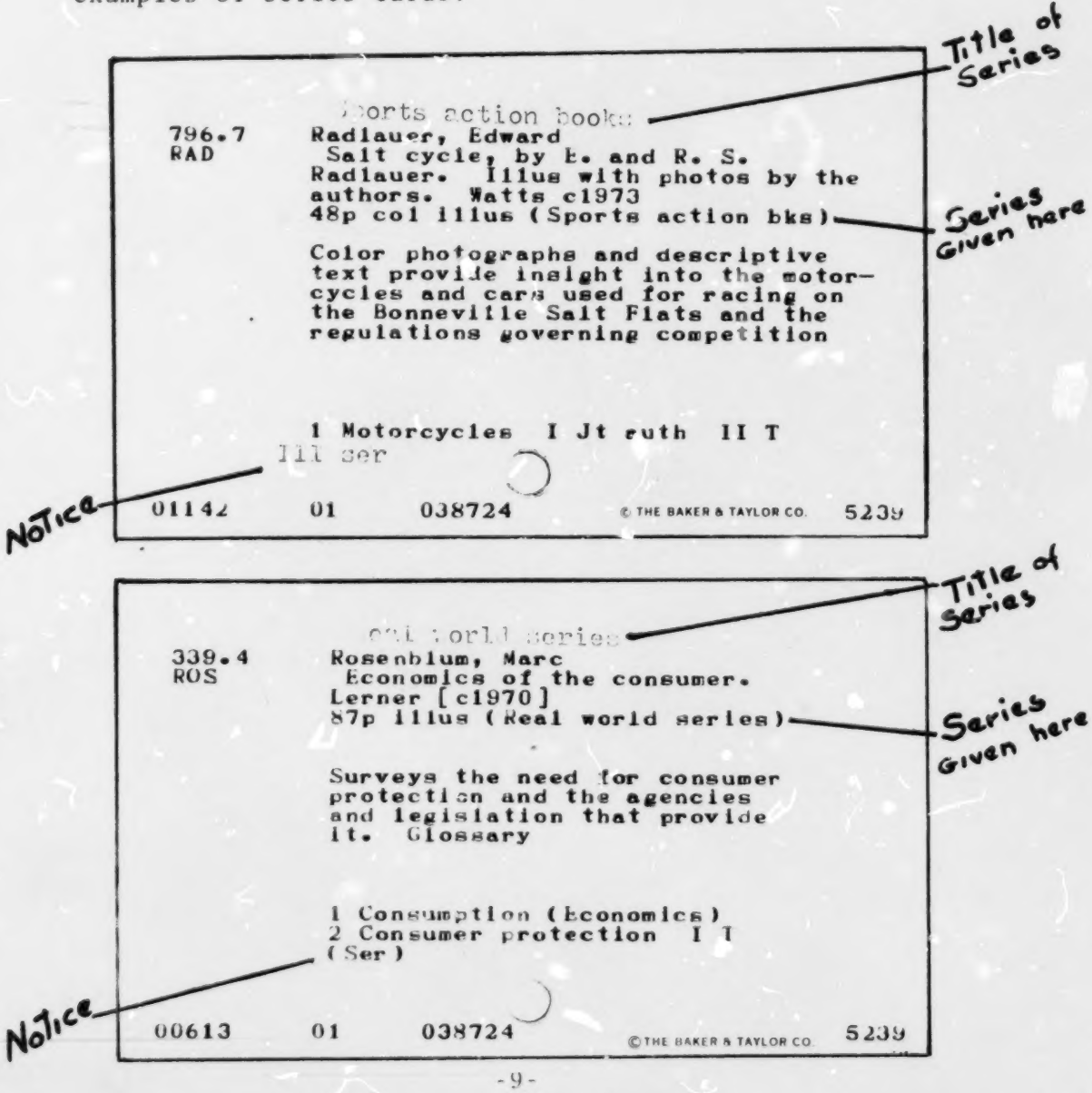

Martin, Rene, illus
595 ZIM
Zim, Herbert S.
Crabs, by Herbert S. Zim and Lucretia Krantz. Illus by Rene Martin. Morrow 1974
63p illus
An introduction to the physical traits, courting patterns, and behavior of crabs and the commercial use of various species
1 Crabs I Jt auth II Illus
00742 01 038724 ©THE BAKER & TAYLOR CO. 5239
Notice
Illus. Given credit here
Notice

LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

Here is another kind of card. It is the series card (sometimes abbreviated ser.) This is made when a book appears in a series, or is one of many made by the same publisher and having the same general format (physical appearance). You may have read the Alfred Hitchcock and the Three Investigators books. This is a series of books. You may have also seen the First Books published by Watts. This is also a series. Here are two examples of series cards.


Title of Series
Sports action books
796.7
RAD
Radlauer, Edward
Salt cycle, by E. and R. S. Radlauer. Illus with photos by the authors. Watts c1973
48p col illus (Sports action bks)
Series Given here
Color photographs and descriptive text provide insight into the motor-cycles and cars used for racing on the Bonneville Salt Flats and the regulations governing competition
1 Motorcycles I Jt auth II T
Ill ser
Notice
01142 01 038724 © THE BAKER & TAYLOR CO. 5239
Title of Series
339.4
ROS
Rosenblum, Marc
Economics of the consumer. Lerner [c1970]
87p illus (Real world series)
Series Given here
Surveys the need for consumer protection and the agencies and legislation that provide it. Glossary
1 Consumption (Economics)
2 Consumer protection I T
(Ser)
Notice
00613 01 038724 ©THE BAKER & TAYLOR CO. 5239

LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

An editor is a person who takes the work of someone else and changes, corrects, or edits the book. He is not the original author but he has put more of himself into the book than does the compiler. The editor may make corrections, he may make slight changes, etc. Here are two examples of editor cards.

Notice

Wilding, Suzanne, ed
Horses in action; stories. Illus by Sam Savitt. St Martins [c1972]
182p illus

Fact and fiction are blended in these sixteen stories of equine adventure

1 Horses--Stories I Illus II T

00862 01 038724 © THE BAKER & TAYLOR CO. 5239

Notice

>>
F
KNI Knight, Damon, ed
Beyond tomorrow; ten science fiction adventures. Harper & Row [c1965]
332p

A collection of 10 short stories of the uncharted regions of the ocean and space and the earth in the future. Biblio

1 Science fiction 2 Short stories I T

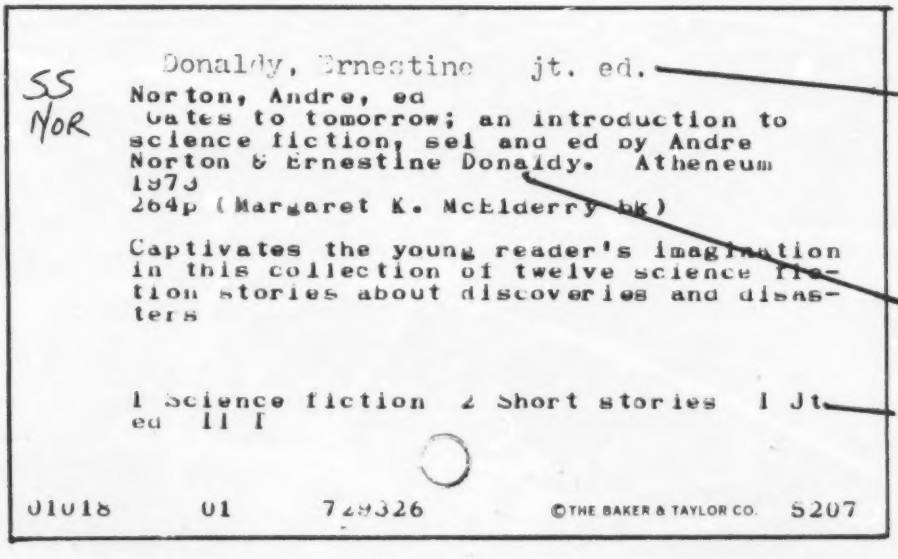
00826 01 038724 ©THE BAKER & TAYLOR CO. 5239

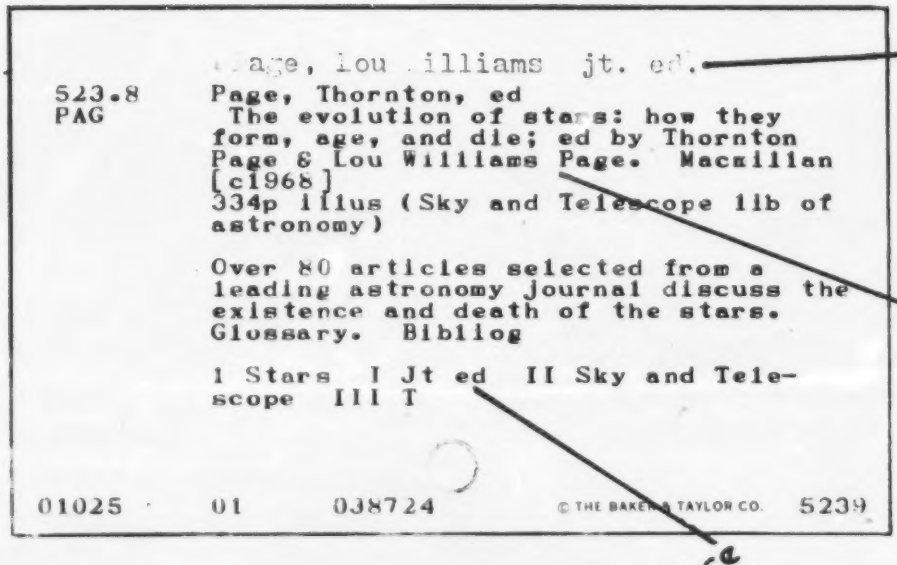
LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

Then there is the joint editor card (abbreviated jt. ed.) This is someone who has jointly with another person edited a book. The two of them have slightly changed the work of the original author. Here are examples of the joint editor card.


Donaldy, Ernestine jt. ed.
SS
NOR
Norton, Andre, ed
Gates to tomorrow; an introduction to science fiction, sel and ed by Andre Norton & Ernestine Donaldy. Atheneum 1973
264p (Margaret K. McElderry bk)
Captivates the young reader's imagination in this collection of twelve science fiction stories about discoveries and disasters
1 Science fiction 2 Short stories I Jt ed II T
01018 01 729326 ©THE BAKER & TAYLOR CO. 5207
Notice
Jt. ed's. name Given here
Notice


Page, Lou Williams jt. ed.
523.8
PAG
Page, Thornton, ed
The evolution of stars: how they form, age, and die; ed by Thornton Page & Lou Williams Page. Macmillan [c1968]
334p illus (Sky and Telescope lib of astronomy)
Over 80 articles selected from a leading astronomy journal discuss the existence and death of the stars. Glossary. Biblog
1 Stars I Jt ed II Sky and Telescope III T
01025 01 038724 © THE BAKER & TAYLOR CO. 5239
Notice
Jt. eds. Name Given Here
Notice

LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

There are thousands of books whose authors are not individual persons. A book may be written by the staff of a great magazine. A book or set of books may be written by hundreds or even thousands of contributors. (Example: an encyclopedia.) Books such as these will not have one author. The "author" will be a large company, a large publisher, a magazine, etc. Here are some examples.

Notice

NEGROES--HISTORY

973 Ebony
E60 Ebony pictorial history of black America; by the eds of Ebony; introd by Lerone Bennett, jr. Johnson Pub 1971 3v illus

Contents: v1 African past to the Civil War; v2 Reconstruction to Supreme Court decision 1954; v3 Civil rights to black revolution

Three volumes of prose and illustrations trace Afro-American history from the origins of the race in Africa to contemporary times

1 Negroes--History I T II T: Pictorial history of black Amer-

02053 01 729326 ©THE BAKER & TAYLOR CO. 5207

Notice

796.357 Sports illustrated baseball, by the
SPO eds of Sports Illustrated. Illus by Ed Vebell. [Rev ed] Lippincott [c1972]
93p illus (Sports illustrated lib)

1 Baseball I Illus II Sports Illustrated

00937 01 729326 B ©THE BAKER & TAYLOR CO. 5207

LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

Now let's have a brief quiz to see if you remember what you have just learned.

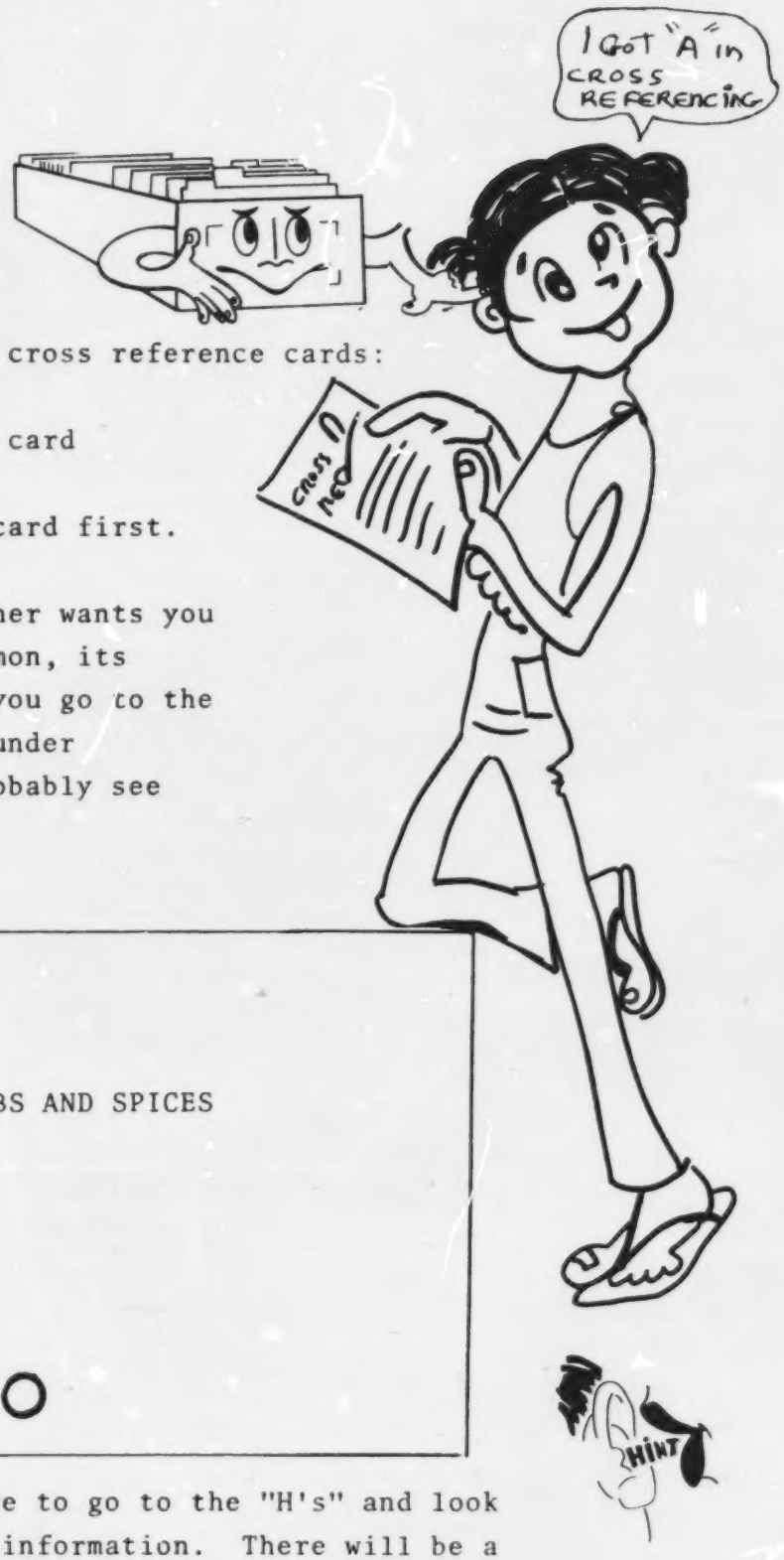
1. An author is _____
2. A joint author is _____
3. An editor is _____
4. A joint editor is _____
5. A compiler is _____
6. An illustrator is _____
7. A series is _____
8. Do books always have individual people as authors? _____

Now take some paper clips and get out one drawer of the card catalog. Sit down and hunt through the drawer looking for compiler cards, joint author cards, editor cards, joint editor cards, illustrator cards, series cards, and cards whose authors are not individual people. Find two of each and put paper clips on these cards. Take the drawer to the librarian who will check what you have done, and give you a grade.

LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG



CROSS REFERENCE CARDS

There are two kinds of cross reference cards:

1. The "see" card
2. The "see also" card

Let's look at the see card first.

Suppose that your teacher wants you to do a paper on cinnamon, its history and uses. If you go to the card catalog and look under "Cinnamon" you will probably see something like this.

CINNAMON

see

HERBS AND SPICES

This means that you have to go to the "H's" and look under "herbs" for your information. There will be a book that will have a section or chapter or at least several pages on cinnamon.

LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

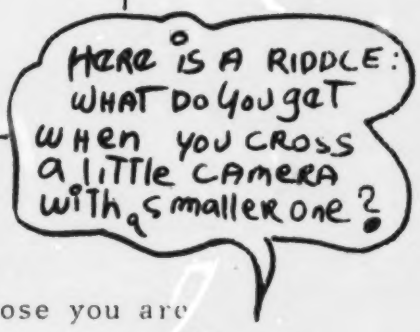
CARD CATALOG

Here is another example of the see card.

SECOND WORLD WAR

see

WORLD WAR, 1939 - 1945

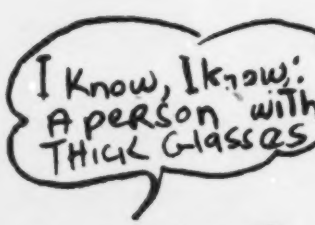


Now let's consider the "see also" card. Suppose you are looking up cameras. You might see this.

CAMERAS

see also

PHOTOGRAPHY



LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

This means that for additional information on the subject "cameras" you can also look under "photography" and find more.

Here is another example. Suppose that you just got a pony and want information on how to feed ponies and care for them. You look in the "P's" under ponies and see this.

PONIES

see also

HORSES

If you look in the "H's" under Horses, you will find books that have information on ponies.

LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

A frequent user of the card catalog soon learns to think for himself of other subjects related to or bearing on the subject he wants. Suppose you need information on the three branches of the federal government. You must think to yourself, "What subject shall I look up?" If you look under "federal government" you probably will not find anything, partly because "federal" is an adjective describing the noun "government" and subjects are always nouns (people, places, things). If you look up "government" you may find something but not necessarily books on the federal government. "Government" might be local government or state government or foreign governments. The frequent card catalog user, if he has at least average intelligence, should be able to reason out his problem like this: "By federal government I mean the government of the U. S. Therefore, I'll try looking up U. S. government." If he does he will find what he is looking for. Therefore, your own brain must be your best "cross-reference" aid.

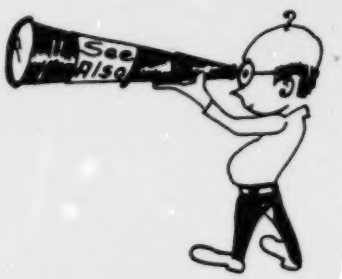
LAP 4 - LIBRARY SKILLS

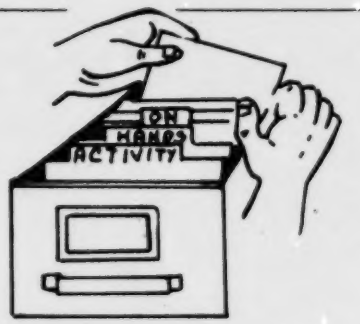
COMMUNICATIONS: A & B

CARD CATALOG

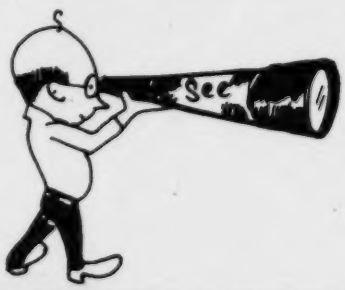
Let's experiment with this a little. Here are several subjects. You must try to think of other related subjects. The first one is an example.

1.	cabbages	agriculture	vegetables
2.	the sky		
3.	temperature		
4.	jobs		
5.	roses		
6.	furniture		
7.	football		
8.	fish		
9.	housing		
10.	weapons		





Look in the card catalog until you see a "see" and/or "see also" card. Paperclip this card. Then look under the subject and give it to your librarian to check. Do two "see" cards and two "see also" cards. The librarian will pull the clips and give you a grade.



LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A & B

CARD CATALOG

FILING RULES

The American Library Association has put out a whole book on filing rules for catalog cards. You do not have to read this book, but you do need to understand some of the more important rules if you are to use the card catalog really well. Let's consider some of these more important rules.

1. Articles. Articles are "a," "an," and "the." These articles should always be disregarded if they come at the beginning of the title.

Example: A Tree Grows in Brooklyn will be filed under "T" for Tree. We have disregarded the article, "a."

Example: An Excellent Endeavor will be filed under "E" for Excellent, disregarding the article, "An."

Example: The Wind in the Willows will be filed under "W" for Wind, disregarding the article "The."

LAP 4 - LIBRARY SKILLS

COMMUNICATIONS: A ? B

CARD CATALOG

Here are other examples. Beside each, please write the letter of the alphabet under which we will file each title.

____1. The Sea for Sam

_____2. An Automobile for Jack

_____3. A Flower for Algernon

_____4. The Singing and the Gold

_____5. The Pigman

_____6. An Unintentional Mistake

_____7. A Treasure for the Taking

_____8. The Powerful Atom

_____9. The Sceptre and the Sword

____10. An Incident at Hawk's Hill

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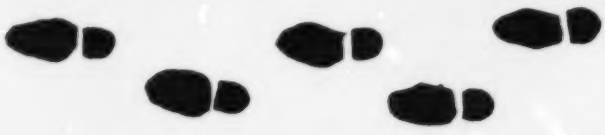
2. Abbreviations. Abbreviations should always be spelled out EXCEPT for Mrs. and Ms. Here is an example.

Dr. Brown would be filed under D-O-C-T-O-R Brown.

Here are others.



Write beside the abbreviation the correct way to look it up in the card catalog.

Mr. Roberts _____

St. Paul _____

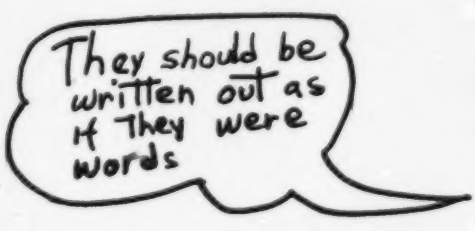
Gt. Britain _____

U. S. History _____

3. Numbers. Numbers are always treated as though they were spelled out.

Example: 1984 by George Orwell would be filed under

n-i-n-e-t-e-e-n e-i-g-h-t-y f-o-u-r



LAP 4 - LIBRARY SKILLS

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Here are other examples. Write the correct way in which these books would be filed.

1776: _____

_____

101 Magic Tricks: _____

_____

1001 Questions Ans ed About the Weather:

_____

13 Clocks: _____

_____

The 39 Steps: _____

Be sure To write the correct answer
TRAVEL
The Step Pyramid
However this does not mean you will find your book The 39 steps filed after The 38 steps or before The 40 Steps

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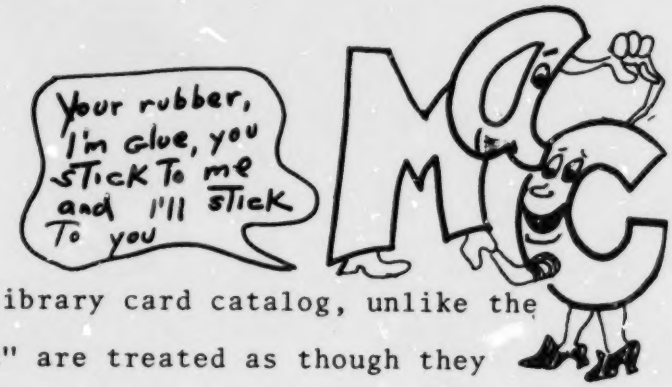

4. "Mc" and "Mac". In the library card catalog, unlike the telephone book, "Mc" and "Mac" are treated as though they were spelled the same. The following example is in correct order:

McCloskey
MacDonald
McGraw
MacIntosh

Here are several others.

Alphabetize them correctly for the card catalog.

MacBroom _____

McVey _____

MacIlheney _____

MacDonald, Andrew _____

McDonald, Robert _____

McPeek _____

MacIver _____

McAlpine _____

MacDowd _____

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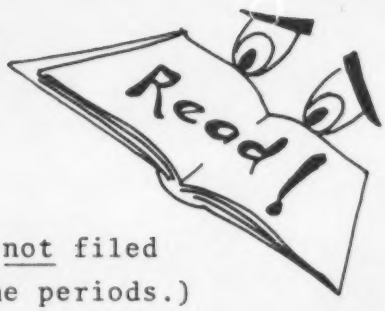

5. U. S. HISTORY. United States history is not filed alphabetically, but chronologically. (by time periods.) Therefore:

U. S. HISTORY-COLONIAL PERIOD
U. S. HISTORY-FRENCH AND INDIAN WAR
U. S. HISTORY-REVOLUTION
U. S. HISTORY-WAR OF 1812
U. S. HISTORY-CIVIL WAR
U. S. HISTORY-RECONSTRUCTION
U. S. HISTORY-WAR OF 1898
U. S. HISTORY-20TH CENTURY

The above are all in correct order for the card catalog.

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The purpose of this exercise is to familiarize you with the way to look things up in the card catalog. The secret is knowing how to alphabetize!

Match the following subjects to the drawer where they would be located.

Example: Clan MacGregor E
(Because Clan comes after church and before clotheshorse)

(A) CABAL through CARDBOARD

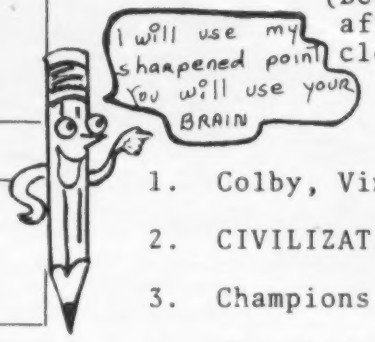
(B) CARDS through CATHEDRALS

(C) CATHER through CHEZ

(D) CHIANG through CHULA

(E) CHURCH through CLOTHESHORSE

(F) CLOTHING through COMMUNICATIONS



1. Colby, Vineta _____
2. CIVILIZATION, MYCENEAN _____
3. Champions of labor _____
4. Churchill, Winston S. _____
5. Carr, Albert _____
6. Camilla _____
7. Census, U.S.A. _____
8. COMMONWEALTH OF NATIONS _____
9. Cocina hispano Americana _____
10. CAROLS _____

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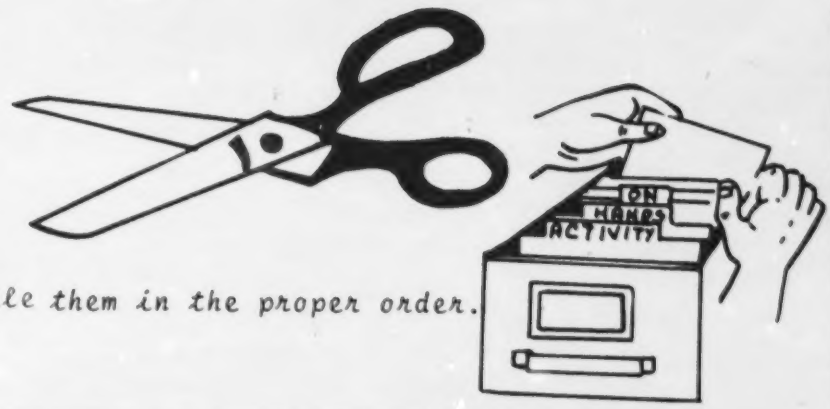

Cut out the slips and file them in the proper order.

SCAVENGERS Earle, Olive L.	SCIENCE FICTION Norton, Andre DARK PIPER	Savage Sam Gipson, Fred
SCIENCE FICTION Boulle, Pierre	The First Book of Food Scheib, Ida	Beethoven Sadie, Stanley
SCHOOL STORIES Bishop, Curtis	SCHOOL STORIES Cavanna, Betty	SCIENCE FICTION Norton, Andre THE CRYSTAL GRYPHON
Salt Cycle Radlauer, Edward	SCIENCE FICTION Norton, Andre BREED TO COME	SAILING Drummond, A. H.
SCIENCE FICTION Norton, Andre Quest crosstime	SCIENTISTS DeLeeuw, Adele	S is For Space Bradbury, Ray
SCHOOL STORIES Clarke, John	Science Against Crime Kind, Stuart	SAILING Hoyt, Robert
Saving Our Wildlife McCoy, J. J.	Salem, Massachusetts Alderman, Cliff	Sabin, Francene Women Who Win